



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON

No. 2020-02

Regarding emergency administrative changes to the City's Employee Personnel Policy and payroll practices.

Policy (Council) ☐ **City Clerk use only:** Presented to Council _____

Administrative (City Manager) ☒

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel corona virus (COVID-19) outbreak that was identified as a pandemic by the World Health Organization on March 11, 2020.

The Proclamation of Civil Emergency was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19 and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

Section 1. Implementation of an Emergency Employee Policy relating to using accruals and teleworking.

Due to the current COVID-19 (coronavirus) outbreak, the City of Sequim is taking temporary measures to promote the safety and wellbeing of our employees. Some of these measures include:

- Ability for staff to take time off with Supervisor approval, utilizing any of their accruals. Time off could be if you need to care for dependents, if you or a family member is ill, or if you or a family member fall into one of the categories identified by the Center for Disease Control (CDC) as being high risk (i.e., age or underlying health conditions). This could also be an employee choosing to take time off to reduce the number of people (thus exposure) in the building, again with prior Supervisor approval. Employees who experience any of the known COVID-19 symptoms (fever, chills, cough, shortness of breath, sore throat) are reminded to self-quarantine in accordance with the health department guidelines, confirming with Supervisor prior to return to work. At this time the City is not requiring a doctor's note as per health department recommendation.
- Exempt (salary) staff are able to work from home with Department Director approval.



- Nonexempt (hourly) staff are also potentially able to work from home. The City of Sequim is implementing voluntary temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. This is authorized because of emergency circumstances and with Department Director approval only. You may not be able to perform all of your essential job functions while working remotely. Therefore, employees should have no expectation of an eight-hour workday; the number of hours expected for teleworking will be determined by the Supervisor as set forth in the Individual Telecommuting Plan.
- Under the law, employees must be paid for all time worked. To qualify for an Individual Telecommuting Plan, all of the following conditions must be met:
 - Obtain Department Director approval pursuant to a signed Individual Telecommuting Plan
 - Ensure appropriate logistical and technological requirements at home/alternate workspace (free from distractions, secure internet connection, etc.)
 - Employee must continue to work within normal hours (7:30am-4pm)
 - Meal and rest break rules must be followed, adhering to all Fair Labor Standards Act guidelines
 - Any potential overtime must be pre-authorized in writing by Supervisor
 - Employee must not be on any Personnel Improvement Plan
- There are some positions at the City of Sequim that require the employee to be physically present in the workplace. These employees are defined as essential personnel and include Public Works Maintenance, Water Reclamation Facility crew, and Police Officers.
- In addition to increased sanitization and closing facilities to the public, there are additional precautions put into place by the City such as single occupants in vehicles, rotating lunch/break schedules, and shift changes.

These arrangements are expected to be short term, and the City of Sequim will continue to monitor guidance from health officials with regard to the need for remote work arrangements. Employees should not expect any specified period of time for telework, and the City may require employees to return to regular, in-office work, or call-back for emergency response work at any time.

Section 2. Direct Deposit paystubs will be mailed. All Direct Deposit paystubs will be mailed until further notice.



Section 3. Duration. Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager, as applicable, this Emergency Order is effective immediately and remains in effect until **March 31, 2020 at 11:59 p.m.** hours.

SIGNED this 23^d day of March, 2020, at _____ hours, NUNC
PRO TUNC.

CITY OF SEQUIM

Charles P. Bush
_____, City Manager

Approved as to form:

Kristina Nelson-Gross

Kristina Nelson-Gross, City Attorney

Attest:

Sara McMillon

Sara McMillon, City Clerk